

TERMS OF REFERENCE

Short Term Consultancy

Position	:	Progress Verification Consultant (PVC)
Project Title	:	Support to Direct Access Entity in Cambodia to meet Accreditation Conditions
Project Number	:	KHM-RS-005
Duty Station	:	NCDD Secretariat
Duration	:	13 months

A. Background

The National Committee for Sub-National Democratic Development (NCDD) is an inter-ministerial committee established in 2008 to implement the Law on administrative Management of the Capital, Provinces, Municipalities, Districts and Khans (2008), Law on Administrative Management of Commune/Sangkat and D&D reform policy through formulation of the national program on sub-national democratic development.

NCDD Secretariat (NCDDS) established in 2009, assists NCDD in day-to-day management and implementation of the National Program in close collaboration with ministries, institutions, SNAs, DPs, CSOs, private sector and other relevant stakeholders.

The NCDDS is structured into four divisions:

1. Policy Analysis and Development Division (PADD)
2. Program Management and Support Division (PMSD)
3. Monitoring, Evaluation and Information Division (MEID) and
4. Administration and Finance Division (AFD)

The NCDD is the first Direct Access Entity (DAE) accredited for Cambodia in November 2019 to Green Climate Fund (GCF), with an essential role to channel climate change grants to sub-national level (provinces, districts and communes) and the Accreditation Master Agreement (AMA) between the NCDD and GCF was signed on 8 May 2020.

The capacity analysis done during the accreditation process has highlighted some remaining gaps and the accreditation is conditional on addressing these remaining gaps. In this regard, NCDDS has allocated some of its own resources and with financial support from some development partners such UNCDF and World Bank to overcome some specific issues of accreditation conditions.

As a part of the Stage 2 accreditation review assessment, the GCF Accreditation Panel (GCF AP) reviewed NCDD documents and identified the following areas for improvement such as NCDD policies and procedures fully or partially met the GCF basic fiduciary standards, but the capacity to implement its policies and procedures is not demonstrated. Many of the governance structures described in the Operations Policies and Procedures (OPP) Manual need to be implemented and their effectiveness demonstrated. Based on these findings, the GCF AP laid out conditions for NCDDS, including periodic (semi-annual) verifications by an external auditing firm on NCDDS' capacity and performance. This external audit is needed to verify:

- Whether the execution of the 'Implementation Plan' and the implementation of the actions contained in the 'Roadmap for enhancing NCDDS to manage funding from Green Climate Fund' are appropriate, and
- Whether the Audit and Ethics Committee functions effectively
- The GCF AP refers this Implementation Plan as detailed implementation plan with specific milestones and implementation dates for all the policies and procedures contained in the applicant's Operational Policies and Procedures Manual, the Internal Audit Manual, the project risk management framework, the Monitoring and Evaluation Manual and the Manual for Performance-Based Grants to Sub-National Administrations.

The goal of the readiness support is that NCDDS meets the accreditation conditions and fully performs its role and responsibilities as DAE and to produce a high-quality pipeline for GCF.

Specifically, the objectives of the readiness proposal are:

- (i) addressing some key remaining conditions required under the conditional accreditation of NCDDS as a direct access entity,
- (ii) developing NCDDS staff capacity to implement the new policies and procedures and
- (iii) developing an initial pipeline of project proposals for NCDDS. stakeholders.

The main beneficiaries of the readiness proposal are NCDDS staff, selected SNAs and relevant stakeholders.

The assignment of the Progress Verification Consultant (PVC) is important to assist the NCDDS in the implementation of the readiness proposal to achieve its purposes in meeting the accreditation conditions.

B. Principle to Follow in Implementation of Project/Program

NCDDS assists the NCDD on day-to-day management of the national program on sub-national democratic development aimed to promote democratic development at sub-national administrations in accordance with the principles determined in the Organic Law (2008) as followings:

- Public representation
- Local autonomy
- Consultation and participation
- Responsiveness and accountability
- Promotion of quality of life of local population
- Promotion of gender equity
- Transparency and integrity and
- Measures to fight against corruption and abuse of power.

NCDDS is also facilitating and developing policies on climate change and disaster and e-governance. These policies and regulations serve as core values and principles for NCDDS in managing and executing the national programs and programs and projects under its coordination and management.

- Good governance
- Transparency and accountability
- Gender equity
- Sustainable Development

As part of facilitating the Climate Change activities, NCDDS was accredited by the Green Climate Fund (GCF) Secretariat through the GCF Board Decision B.24/11 on 14 November 2019. The Readiness Proposal was later formulated and approved to support NCDDS to meet GCF accreditation conditions and fully perform its role as DAE.

C. Duties and Responsibilities

The PVC assignment has four specific objectives as follows:

1. Prepare an Inception Report that includes a detailed work plan with clear timeframe, methodology and scope of work for the execution of the assignment;
2. Support NCDDS to prepare for verification missions, including:
 - a. review the 1st audit report of the implementation plan by the auditing firm,
 - b. verification of the status of the implementation plan and implementation actions contained in the document “Roadmap for enhance NCDDS to manage fund from Green Climate Fund”,
 - c. drafting of the 6-month progress report from NCDDS, and
 - d. preparation of relevant documentation.
3. Act as counterpart and assist the Auditing Firm during their mission, including facilitation of consultations, field missions as required,
4. Translate and interpret presentations and documents produced by produced by auditing firm,
5. Provide recommendation to the NCDDS on the best plan to fully the semi-annual verification and progress reporting,
6. Support the NCDDS on review and updating of the scope of work for auditing firm in order to achieve the completeness of the semi-annual verification and progress report to the GCF,
7. Provide a step-by-step manual to the NCDDS for documentation and communicating the semi-annual verification and progress reporting to the GCF.

D. Supervision and Reporting

The PVC will work under the overall supervision of the Head of NCDDS and on day-to-day supervision of the Director of the Program Management and Support Division (PMSD) of NCDDS. In the regard the PVC will work closely with the Director and key staff of the PMSD and liaise with Directors, Office Chiefs, key staff and advisors of other divisions of NCDDS.

During the assignment, the PVC should prepare monthly timesheets with summary progress of the service and submit to the Director of PMSD for review and approval based on which end of service report will be prepared.

E. Deliverables

On reporting, NCDDS prepares semi-annual and annual reports (activity and financial) on the implementation of the NCDD AWPB in which reports on the implementation of the work program and other programs and projects under NCDDS coordination and management are included.

The consulting firm will provide an audit report of a semi-annual period on the implementation plan described in the GCF Board Decision B.24/11 paragraph 92(b)(i)(2).

Based on these above reports, the PVC will produce 4 (four) reports on satisfaction and verification of the NCDD six-month progress reports on the implementation plan for submission to the GCF Secretariat. The 4 reports will be prepared in accordance with the schedule as following:

No.	Types of Report	Timeframe	Notes
1	First NCDD six-month verification and progress report	January 2021	Report period: Jul-Dec 2020
2	Second NCDD six-month verification and progress report	July 2021	Report period: Jan-Jun 2021
3	Third NCDD six-month verification and progress report	January 2022	Report period: Jul-Dec 2021
4	Fourth NCDD six-month verification and progress report	July 2022	Report period: Jan-Jun 2022

F. Qualifications Required

- Master's degree in a relevant field (social sciences, planning, management, education or similar) or alternatively, a bachelor's degree in the same fields and 5 additional years of professional experience,
- At least 10 years of professional experience,
- At least 10 years' experience in planning, M&E and reporting,
- At least 5 years' experience in conducting similar verification missions or audits,
- Experience with international organizations required, experience with GCF is an advantage,
- Demonstrated experience of gender and social equity,
- Displays gender, religion, race, nationality and age sensitivity and adaptability,
- Strong analytical skills and the ability to master new material quickly,
- Good communication, interpersonal and reporting skills,
- Good level of computer skills,
- Fluent spoken and written Khmer and English,
- The team shall include English and Khmer speakers.

G. Application

The candidate who is interested in performing this assignment, please submit his/her document containing a cover letter briefly describing and justifying how they meet the above-mentioned requirements, an updated CV, and financial offer, in separate files and PDF format, with email subject.

Female candidates are encouraged to apply